

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WID STAFF

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING MINUTES—
JUNE 2, 2000

The minutes and revised agenda from the Service Delivery Area (SDA) Administrators' Quarterly meeting held at the Red Lion Hotel in Sacramento on Friday, June 2, 2000, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact James W. Scholl, at (916) 657-4610.

/S/ BILL BURKE
Chief

Attachments

SERVICE DELIVERY AREA ADMINISTRATORS'
QUARTERLY MEETING
Red Lion Hotel
1401 Arden Way
Sacramento, California
Friday, June 2, 2000

Agenda

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|------------|---------------------------------------|---|
| 9:00 a.m. | Welcome/Agenda Adjustments/Hot Topics | Bill Burke, Workforce Investment Division (WID) |
| | Workforce Investment Act (WIA) Update | Kathy Castillo and Jose Luis Marquez, California Office of Workforce Investment |
| | The Value of O*NET Making WIA Work | Rick Maher, Center for Employment Security Education and Research |
| 12:00 p.m. | Lunch on Own | |
| | Performance Consultation | Liz Clingman, WID |
| | Eligible Training Provider List | Liz Clingman, WID |
| | JTPA Closeout | Liz Clingman, WID |
| 2:30 p.m. | Adjourn | |

SERVICE DELIVERY AREA (SDA) ADMINISTRATORS' QUARTERLY MEETING MINUTES

Friday, June 2, 2000

Welcome/Hot Topics—Bill Burke, Workforce Investment Division (WID)

- Quarterly Meetings—While this is the last quarterly meeting of the SDA Administrators, the State will continue to have these meetings with the Administrators of the Local Workforce Investment Areas (LWIA).
- WIA Subgrants—The Workforce Investment Act (WIA) subgrants have been mailed to the Chief Elected Officials with a carbon copy of the transmittal letter going to the LWIA Administrators.
- Rapid Response—The State will provide an immediate initial allocation to the local areas of 50 percent of the amount they received in Program Year (PY) 1999/2000. This will ensure continuity in local area Rapid Response efforts. The Local Workforce Investment Boards (LWIB) would then be required to submit a request with justification for the full amount they would need for the entire PY 2000/01. The final total allocations would be determined based on need as presented by the local areas. An information bulletin will be released soon to outline this new WIA procedure.
- Regional Welfare-to-Work (WtW) Forums—The Directors of the Department of Social Services and the Employment Development Department (EDD) will host five regional WtW forums to discuss the WtW amendments with the local partners. The targeted audience is frontline local partner staff who would benefit from hearing the amendment information on eligibility. We anticipate the forums will happen in late June and July 2000.

WIA Update—Kathy Castillo and Jose Luis Marquez, California Office of Workforce Investment (COWI)

- Staffing for the New State Board—The interview process for the State Board staff positions has started. With Linda Monroe's transfer to the EDD Job Service Division, the priority is to fill the Career Executive Assignment position.
- State Plan—The Department of Labor (DOL) has asked for some minor clarifications of the State Plan. The DOL also asked for some policy issue clarification that the State Board will have to address, such as California's WIA vision. The COWI has developed a timeline for closing these policy issues. The deadline for response to DOL is June 7, 2000.

- **Local Board Certification**—The COWI is reviewing 40 LWIBs' Certification requests. Within 10 days, they will send each Chief Elected Official a status of their certification request. LWIB's that have not appointed a youth council will be conditionally approved. All of the outstanding issues need to be resolved by September 30, 2000.
- **Local Plans**—By June 9, 2000, the Chief Elected Official will receive a status letter on the processing of their local plans.

The Value of O*NET Making WIA Work—Rick Maher, Center for Employment Security Education and Research

The O*NET is the Occupational Information Network which is a dynamic database that is a growing integrated tool kit of applications which contains comprehensive information on job requirements and worker competencies. The O*NET will replace the Dictionary of Occupational Titles (DOT). Any system that currently integrates with DOT should be converted to integrate with O*NET.

For the 1998 O*NET CD-ROM, which includes product documentation and the Data Dictionary, please contact Jim Scholl at (916) 657-4610. The CD-ROM is free of charge and will also include additional written information on O*NET. Also, information can be obtained by contacting the O*NET Center at (919) 733-2790 or <http://www.onetcenter.org>. Additionally, Rick Maher can be reached directly at (732) 933-8443.

Performance Consultation—Liz Clingman, WID

The Performance Consultation Paper is on the EDD Web site and the workgroup has asked the local areas for comment on the paper by June 18, 2000. It includes both the proposed State and local area goals. Additionally, we briefed the Performance Based Accountability Committee of the State Board on May 23 on the performance consultation process. Also, there will be regional meetings to gain the input from the local partners.

Eligible Training Provider List—Liz Clingman, WID

The local programming for the Eligible Training Provider List (ETPL) will be incorporated in the Job Training Automation system. The LWIAs will be able to enter their providers into the State ETPL. The *JTA System ETPL Users Guide*, giving detailed instructions for using the ETPL, will be released before the end of June. The State ETPL will be updated on a daily basis for all new changes. The State will investigate putting ETPL on the EDD Web site.

Job Training Partnership Act (JTPA) Closeout—Liz Clingman, WID

A *JTPA Program Closeout Guide* directive will be issued shortly and will give detailed closeout guidance. The guide was discussed at the May Management Information System User Group meeting. Because the State has not received DOL permission to

extend JTPA closeout activities beyond December 31, 2000, each SDA has to submit its final report by September 30, 2000.

If DOL does grant an extension beyond December 31, 2000, for California's JTPA closeout, then the State can extend the SDAs' final report due dates.

Several Questions Raised at the Meeting and Answers

- **Rapid Response Under WIA**—We are in the process of issuing an information bulletin that will confirm in writing the commitment communicated at the Quarterly meeting to immediately provide Rapid Response funds equal to half of each area's 1999/2000 award, via unilateral modification of LWIA subgrant. A follow-up information bulletin in preparation will provide a "zero based" application format that each LWIB can use to document and request the full amount of Rapid Response funding it needs for PY 2000/01.
- **Transition Funding**—The following options were given for spending transition funding: Charge any appropriate expenditures made during the current program year, or as of July 1, 2000, convert unspent funds into WIA funds. If funds are converted to WIA, then they have a 10 percent administration limitation. The State will contact DOL to see if there can be a waiver to this provision.
- **Incentive Funds Carried Over to WIA**—The Incentive Funds carried over keep the same cost limitation as they had under JTPA.
- **Definition of WIA Administration**—Administration can be pooled under WIA. There is no information on when DOL is going to release a new definition of WIA administration.
- **Life of WIA Fund**—All WIA funds to the local areas have a two-year life.
- **Continuing Title III 40 Percent Projects Beyond June 30, 2000**—While all of the Title III 40 percent funding will expire on June 30, 2000, the State will evaluate requests to carry the funding into WIA on a case-by-case basis. Currently the State has received six such requests and is in the process of evaluating them. The State has not received any notification from DOL concerning the process for requesting the National Reserve Account Special Project Funding from the Secretary of Labor's Special Account.
- **Structure of Future LWIA Quarterly Meetings**—Bill Burke committed to work with Patti Nunn and Virginia Hamilton on the structure of future Quarterly meetings.